

Message Text

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ORIGIN SS-30

INFO OCT-01 ISO-00 CCO-00 SSO-00 NSCE-00 USSS-00 /031 R

DRAFTED BY S/S-S:MSPENDLETON

APPROVED BY S/S-S - MR. VIETS

S/S-M - MR. D. MILLER

S/S-EX: MR. R. MILLER

S/S - MR.BARNES

NEA/EX- MR. HUNT

S - MR BREMER

S/S-O - MR. WRIGHT

DESIRED DISTRIBUTION

S/S, NEA

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FM SECSTATE WASHDC

TO AMEMBASSY TEL AVIV IMMEDIATE

C O N F I D E N T I A L STATE 236141

EXDIS

E.O. 11652: GDS

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECVISIT - SECRETARIAT REQUIREMENTS

WE APPRECIATE THE FINE SUPPORT YOU PROVIDED DURING
THE SECRETARY'S LAST VISIT TO TEL AVIV AND TRUST
THE TIMING OF THIS CABLE WILL ALLOW MORE LEEWAY
FOR PLANNING THAN WAS POSSIBLE IN OCTOBER.

1. PERSONNEL: EXECUTIVE SECRETARIAT (S/S) TEAM
CONSISTING OF FSO MILES PENDLETON AND SECRETARY JULIE
COOPER WILL SUPPORT SECRETARY'S VISIT TO
TEL AVIV. THEY WILL ARRIVE DECEMBER 15 TO HELP
COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND
ARRIVAL TIME WHEN KNOWN. ANOTHER S/S TEAM WILL ARRIVE
ABOARD SECRETARY'S PLANE. FSO SHOULD BE ASSIGNED
TO S/S BEGINNING ADVANCE TEAM'S ARRIVAL AND SHOULD
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MEET S/S TEAM AT AIRPORT. ONE TOP SECRET CLEARED
SECRETARY SHOULD BE AVAILABLE TO S/S ON ARRIVAL OF
ADVANCE TEAM, AND BE AVAILABLE ON TWENTY-FOUR HOUR
BASIS. A FILE OF ALL MESSAGES THE POST HAS RECEIVED

RELATED TO THE TRIP SHOULD BE AVAILABLE TO S/S UPON
ARRIVAL OF THE ADVANCE TEAM.

2. SCHEDULING: AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE,
THE POST SHOULD PREPARE A MINUTE-BY-MINUTE DETAILED
SCENARIO FOR THE SECRETARY'S ACTIVITIES. THE INITIAL
VERSION OF THIS SCENARIO SHOULD BE SENT BY IMMEDIATE
CABLE TO THE DEPARTMENT, SLUGGED "FOR S/S," ON OR
BEFORE DECEMBER 5. THIS SCENARIO SHOULD THEN BE UPDATED
BY CABLE AS CHANGES BECOME NECESSARY.

A. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL
SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S
ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS
FOR ALL MEALS EXCEPT PRIVATE ONES.

B. BEFORE END OF VISIT, POST SHOULD FURNISH S/S
WITH DRAFT THANK-YOU NOTES FROM THE SECRETARY TO
APPROPRIATE ISRAELI OFFICIALS.

3. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR S/S
USE ON 24-HOUR BASIS.

B. S/S OFFICES: A SEPARATE CABLE WILL PROVIDE INFORMATION

ON TOTAL OFFICE SPACE NEEDS OF SECRETARY'S PARTY. S/S
WILL NEED AN OFFICE IN THE CHANCERY AS WELL AS ONE WITH
THE SECRETARY'S PARTY IN THE HOTEL. THE SEPTTEL WILL
PROVIDE INFORMATION ON FURNISHING THE HOTEL OFFICE.
THE CHANCERY OFFICE SHOULD BE IN A SECURE AREA BUT DOES
NOT HAVE TO BE SEPARATELY GUARDED. IT SHOULD BE WELL
LIGHTED AND INCLUDE THE FOLLOWING:

C. S/S OFFICE IN CHANCERY:

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- (1) TWO DESKS FOR OFFICERS AND A TYPING TABLE
FOR SECRETARY
- (2) NORMAL OFFICE SUPPLIES AND FORMS
- (3) CONFERENCE-TYPE TABLE
- (4) SAFE FOR STORAGE OF CLASSIFIED MATERIAL
- (5) TWO COPIES EMBASSY PHONE BOOK, THE POST REPORT,
ONE DIPLOMATIC LIST AND ANY OTHER USEFUL
PAMPHLETS OR INFORMATION.

(6) TWO ELECTRIC TYPEWRITERS, LARGE (PICA) TYPE
ESSENTIAL, PREFERABLY IBM SELECTRIC.

(7) TELEPHONES - ONE FOR EACH DESK.

D. AT S/S OFFICE IN HOTEL 24-HOUR OPEN STORAGE FOR
CLASSIFIED MATERIAL WILL BE REQUIRED. ARRANGEMENTS
SHOULD BE MADE FOR 24-HOUR GUARD COVERAGE.
ONLY PERSONS AUTHORIZED BY S/S WILL HAVE ACCESS TO S/S
AREA.

E. MISSION SHOULD HAVE AVAILABLE AT ALL TIMES TWO TOP
SECRET CLEARED COURIERS TO CARRY TRAFFIC BETWEEN
MISSION AND SECRETARY'S PARTY. PLEASE ASSURE THAT
THEY HAVE THEIR OWN VEHICLES.

4. COMMUNICATIONS:

A. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS
SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES
CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS
PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF
WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

B. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY
OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES
TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY

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WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE
SIGNED KISSINGER AND MUST BE CLEARED BY S/S-S.
LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S
PARTY" OF "FOR (NAME)" AS APPROPRIATE.

C. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF
TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S
PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S
PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO
THEIR AREAS OF RESPONSIBILITY.

D. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED
CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS
SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT
AND SECRETARY'S NEXT STOP GIVING THE LAST SECTO AND
TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY
OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE
IS DELIVERED TO COMMCENTER WHICH PERTAINS TO
SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT
WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN
SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-
SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE

ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE
REPRODUCED ON 8X10-1/2 INCH PAPER.

E. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:

(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S
ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH
SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP
RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES
DURING PROCESSING;

(2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES,
AND CABLES FOR OTHER MEMBERS OF PARTY 15 COPIES TO
S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC
(INCOMING AND OUTGOING) SHOULD BE SCREENED THOROUGHLY
AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO
S/S (15 COPIES).

F. SPECIAL SUMMARIES.
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INSTRUCTIONS ON THE HANDLING OF TWICE DAILY SPECIAL
SUMMARIES FOR THE SECRETARY WILL BE SENT SEPTTEL.

5. MISCELLANEOUS ARRANGEMENTS:

A. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS
FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
FOLLOWING)

B. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED
ON 24-HOUR BASIS. TEN COPIES OF EACH SUBSTANTIVE
ITEM SHOULD BE DELIVERED TO S/S BY 0500 EACH MORNING
AND AT TWO HOUR INTERVALS THEREAFTER UNTIL 2400.

C. COPIES OF "JERUSALEM POST" SHOULD BE MADE AVAILABLE
TO MEMBERS OF PARTY AT HOTEL. FIVE COPIES TO S/S.
FIVE COPIES OF USIS WIRELESS FILE SHOULD BE DELIVERED
DAILY TO S/S BY 0600.

D. ONE COPY OF EVERY LOCAL PRESS STORY AND PRESS
PHOTO ON SECRETARY SHOULD BE POUCHED DEPT TO ATTN
OF S/S-S AFTER DEPARTURE OF PARTY.

6. MANY THANKS FOR YOUR ASSISTANCE. WE LOOK FORWARD
TO WORKING WITH YOU. PORTER

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<< END OF DOCUMENT >>

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